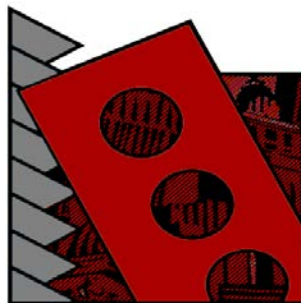


CDCI

Profit BuilderTM Version 10.3.2



Year End 2019



December 27, 2019



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YEAR-END OVERVIEW

This booklet provides step-by-step instructions for loading the Tax Reporting Year-End 2019 program and completing each one of the Master Checklists for year-end tax reporting. It is important that you perform each of these year-end procedures in the order specified. The year end programs also contain enhancements and repairs.

Before you start your year-end tax reporting, be sure you have the proper W-2 and 1099 forms. Call the CDCI Forms Department at (877) 931-3982 or go www.cdcisupplies.com to order the correct forms.

The year-end update will automatically:

- Load the latest Profit Builder program enhancements and reports
- Load new Federal Income, FICA and State tax tables for any payrolls calculated with a 2020 date (2019 payroll will continue to use the 2019 tables). Federal Income tax tables being sent in this update are those in force on 12/21/2019.
- Load the year-end tax reporting program used to produce 2019 W-2s and 1099s (PBYE.exe)
- Allow you to run AP and payroll checks in 2020 before you print 2019 W-2s or 1099s
- Contain new state income tax tables for states that released their 2020 tax information prior to December 19TH. There will be Web updates available at the end of January for states with tax updates released after that date.

CAUTION: Do not delete any employee records or ADP's used in 2019!

LOAD YEAR-END & DO PRE-REPORTING BACKUP

The following checklist offers an overview of the tasks needed to complete the tax year-end update of your system. The list of tasks below is intended to be performed in the following order:

- I. Install the Year-End 2019 program
- II. Optionally calculate any payrolls in January 2020
- III. Calculate any Bonuses due in 2019 – Check date must be in 2019!

Prior to January 31st:

- IV. Complete a Pre-reporting Backup
- V. Perform Payroll Year-End (W-2s)
- VI. Process Accounts Payable Year-End (1099s)
- VII. Post-reporting Backup

☐ I. Install the Year-End 2019 Program

Before you can begin to perform your first 2020 payroll or year-end reporting, you must download the 2019 Year-End Program.

- All users must exit the Profit Builder system.
- Cut and paste or type this link in to your web browser to install:
www.cdci.com/download/ye-2019.exe
- Click on SAVE and Complete the download by saving it to your desktop (Please Note! The file is “Safe”, so should a security warning appear, you should continue with the download)
- Once the file has been saved to desktop, double click the file's icon and Unzip to the drive and directory where the Profit Builder program resides. Look carefully at the path that is shown. The default selection is C:\PB. Change the drive and/or directory name if your programs are installed on a different drive/directory.
[Attention Network Users: If you are running Profit Builder on a multi-user system, install the year-end update only in the \PB folder in the proper network drive. (NOT drive C).]
- Click the Unzip button. Once the files have unzipped to the proper location, click OK and Close the Installation Program.
- Login to PB as you normally would – A short conversion **may** take place. Please be patient.

- Go to Help / About Profit Builder and you should see a screen showing a version of 10.3.2 and a release date of December 27 2019:



- Go to the Modules menu and select Year End
- You will now be forwarded to the Year End section of Profit Builder.
- You may access the Year End documentation once the program is completely installed. In the Year End section of Profit Builder, select the Help Menu. The documentation has been loaded there for easy access.

You have now installed the 2019 Year End Update and can run 2020 payrolls.

UNEMPLOYMENT TAX CUTOFF CHANGES

IMPORTANT NOTICE

You should continue to check with your state for updates on changes to unemployment rates in 2020. **The Year End Program does not automatically update your state's unemployment tax changes.**

To make changes to your states unemployment tax rates and cutoff:

- In the Payroll module go to Add/Edit menu
- Select State Tax
- Select the state(s) to which you pay unemployment
- Change the cutoff amount to the new rate specified on the following page

State Tax Information

State: ME Maine

Setup

State Income Tax ID: AINE 2221-011

Income Tax GL Account: 23103 State Tax Payable

☒ 401(k) is exempt from state income tax

State Unemployment Tax ID: 11002-992

SUT GL Account: 0

☒ 401(k) is exempt from SUT

Employer rate: 3.1000% Cutoff: \$12,000.00

State Disability Insurance ID: Employee rate: 0.0000% Cutoff: \$0.00

Employer rate: 0.0000% Cutoff: \$0.00

SDI GL Account: 0

☒ 401(k) is exempt from SDI

OK Cancel Exit

State Unemployment Tax – Maximum Taxable Wages

STATE	2020 State Cutoff – Enter this for your state	Your State Unemployment Rate	2020 Federal Unemployment Rate (\$7,000 cutoff)
Alabama	\$8,000		std .6%
Alaska	41,500		std .6%
Arizona	7,000		std .6%
Arkansas	7,000		std .6%
California	7,000		std .6%
Colorado	13,600		std .6%
Connecticut	15,000		std .6%
Delaware	16,500		std .6%
DC	9,000		std .6%
Florida	7,000		std .6%
Georgia	9,500		std .6%
Hawaii	48,100		std .6%
Idaho	41,600		std .6%
Illinois	12,740		std .6%
Indiana	9,500		std .6%
Iowa	31,600		std .6%
Kansas	14,000		std .6%
Kentucky	10,800		std .6%
Louisiana	7,700		std .6%
Maine	12,000		std .6%
Maryland	8,500		std .6%
Massachusetts	15,000		std .6%
Michigan	9,000		std .6%
Minnesota	35,000		std .6%
Mississippi	14,000		std .6%
Missouri	11,500		std .6%
Montana	34,100		std .6%
Nebraska	24,000 or 9,000		std .6%
Nevada	32,500		std .6%

NOTE:

Do not enter the last column, 2018 Federal Unemployment Rate!

Locate your state unemployment rate (mailed to you by the state) for each state for which you have workers. This rate is determined by your frequency of unemployment claims. Place it in the empty column, Your State Unemployment Rate.

Enter both the state cutoff shown at the left and **your company's** state unemployment rate (bold cutoff indicates a change from last year) as shown in the screen above.

The standard (std.) Federal Unemployment rate after state filing credit is .6%. No state was delinquent in repaying their federal unemployment advances so there are no penalties when filing the Federal Unemployment report (940).

Profit Builder calculates FUT automatically for 2019 at the rate shown on this table. No entry is required by you.

STATE	2020 State Cutoff – Enter this for your state	Your State Unemployment Rate	2020 Federal Unemployment Rate (\$7,000 cutoff)
New Hampshire	14,000		std .6%
New Jersey	35,300		std .6%
New Mexico	N/A		std .6%
New York	11,600		std .6%
North Carolina	25,200		std .6%
North Dakota	N/A		std .6%
Ohio	9,000		std .6%
Oklahoma	18,700		std .6%
Oregon	42,100		std .6%
Pennsylvania	10,000		std .6%
Puerto Rico	7,000		std .6%
Rhode Island	**22,400		std .6%
South Carolina	14,000		std .6%
South Dakota	15,000		std .6%
Tennessee	N/A		std .6%
Texas	9,000		std .6%
Utah	36,600		std .6%
Vermont	16,100		std .6%
Virgin Islands	N/A		std .6%
Virginia	8,000		std .6%
Washington	52,700		std .6%
West Virginia	12,000		std .6%
Wisconsin	14,000		std .6%
Wyoming	26,400		std .6%

**For employers that pay at the highest UI tax rate of 9.79%, the wage base is \$25,500.

N/A = Not Available – check with your state.

FEDERAL & STATE INCOME TAX CHANGES

Automatically Changed by This Update

Federal changes for 2020:

1. The upper limit of 401 (k) is at \$19,500, up from 2019. 401 (k) Over 50 yrs old, up to \$26,000.
2. The upper limit of Social Security (FICA) withholding changes to \$137,700. The rates are 6.2 % employee and 6.2% employer.
3. Medicare of 1.45% still is applied to wages without any upper wage limit. The .9% surcharge for wages over \$200,000 remains in place as partial funding for the Affordable Care Act. This surcharge is to be paid only by the employee; the employer is exempt from it.

Note:

2020 income tax withholding rates have been updated in our programs based on annual tables contained in the IRS publication Circular E 2020.

State Tax Changes for 2020:

The following tax changes have been programmed and will automatically take effect on January 1, 2020. You do not need to make any additional changes for these changes to take effect.

Mid 2019 and 2020 income tax changes in these states: AR, CA, CO, IA, ID, IL, IN, KY, ME, MA, MI, MN, NJ, NM, NY, NC, ND, OH, OK, OR.

If your state is not listed and you have been notified of a change, please email us at support@cdci.com.

2019 PAYROLLS and BONUS PAY

Once the 2019 Year End Update has been installed you may run a payroll in 2020. Many clients wish to pay bonuses during January, 2020 but have those wages recorded in 2019. To do so, the processing date and the check date for the bonus payroll run must be in 2019.

In order to calculate Bonus Pay with accurate taxation, use the steps below:

1. Go to Payroll > Add/Edit > Deductions, Pays, Contributions

Addition Deduction/Pay

Code Name

Setup Limits Advanced

Function

Frequency

Method Amount Ask ☐ Pro Rata

Taxable ☒ Estimated annual pay

Cutoff reset every period

Credit account

Debit account Bonuses

Box to print in on W-2 ☐

IRS code for W-2 box

☒ Print on Certified Payroll Report

Save Cancel Delete Exit

1. On the Setup tab, select **Misc. Pay** for the function
2. Select **This period only** for the Frequency and **Flat amount** for Method
3. In the Amount fill in the amount of the bonus
4. In the Estimated Annual Pay field enter the amount of the total taxable pay including all bonuses for entire year that you expect to appear on the employee's W-2 at the end of the year. That will normally be his annual wages plus (large) bonus.

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5. Enter Debit Account and click Save and Exit
6. Go to Add/Edit > Employees and assign this miscellaneous pay to the employee that is receiving the bonus. Run the bonus payroll.

PRE W2 and REPORTING BACKUP

When you are ready to produce W2 and 1099 reports:

W2 reports must be delivered to your employees no later than January 31, 2020.
1099 reports must be delivered to your vendors no later than January 31, 2020.

☐ II. Complete a Pre-Reporting Backup

It is important to make a permanent backup of your Profit Builder system and data to a “removable disk” (e.g., USB drive) before you begin your Year-End tax reporting and then again after you have completed it. **Do not proceed without making this backup!** Use your regular backup procedures if you normally backup to removable storage. If not, follow the steps below to make a backup to removable storage.

To backup to an USB Drive:

1. Prepare a blank disk or flash drive for your backup.
2. Open Profit Builder and log in.
3. On the Main Menu bar at the top of the window, go to Modules > Housekeeping > Make Backup.
4. Select the option to backup to the removable drive and click OK.
5. Complete your backup and proceed to the next step.

If you are not creating W-2s and **only running 1099s, you can skip to step IV**, page 18.

YEAR END PAYROLL REPORTS

☐ III. Perform Year-end activities

Performing your year-end payroll requires several activities that should be completed in the order in which they are listed.

Profit Builder does not clear any employee payroll information when you run the first payroll of the New Year. All the information you need to run your year-end reports remains on file; however, **you should not delete** any employees or additional pay/deduction records until all year-end processing is finished.

A. To run your year-end payroll reports:

1. Make sure you have processed your last payroll for 2019. **If you have not, you must go back to Profit Builder** to complete your last payroll for 2019 or information reported on W-2s will be incomplete.
2. In Profit Builder, verify Control Information for each company to ensure that you have entered your federal tax ID, company address (with the city, state and zip in the correct fields) and your telephone number that will be printed on the W-2 forms.
3. Print an **Employee Report**. Verify that all employee addresses are correct, etc. Be sure that the last name and first names are in the correct fields.
4. Print **Deductions, Pays & Employer's Contributions Report**. Please refer to the 2019 W-2 Instructions provided by the IRS and check all ADP items carefully to determine which items need to be reported in boxes 12 or 14. The Year-End program uses the parameters that are on file at the time you create the W-2 file to determine whether or not to include items in these boxes.
5. Use **Payroll > Add/Edit > Deductions, Pays, Contributions** to make any necessary corrections. Making changes to the W-2 reporting parameters will not affect your remaining payroll runs.
6. Print a **Payroll Journal Report** for 01/01/18 to 12/31/18. Both the detail and summary versions show the employee's social security number. Print the detail version which provides a separate listing for 401(k); the summary does not.
7. To check the detail for additional deduction/pay amounts, print a **Deduction History Report** for 01/01/18 to 12/31/18.
8. Run a **Payroll Tax Summary Report** (from either PB or the Year-End). Review the year-to-date information for each employee.

B. Create the W-2 Master File

The master file is used to fill in your W-2 forms. It is important that you run your last payroll of 2019 before creating this master file to insure that this information is included on your W-2s.

1. Choose Year End from the last option in the Modules on the main PB menu.
2. Go to **Payroll > Add/Edit > W-2s** and click Copy W-2 Information from Payroll. The program creates a W-2 master database file and displays the W-2 edit window that allows you to review and/or edit the W-2 information.
3. Use the window list in the upper left hand corner of the window to scroll through the list of employees and select the record you wish to review/edit.

Note: The employee name/address fields are restricted to 22 characters in compliance with electronic reporting requirements. You may need to edit these fields just for printing the W-2s.

W-2			
<div> <div>4 JACKSON, JO</div> <div>5 SMITH, DONNA R.</div> <div>6 WORTHAM, Gail D.</div> <div>8 JOHNSON, Laura K.</div> <div>10 TERRY, Colleen M.</div> <div>13 BUBLITZ, TOMMY K.</div> <div>15 HUDSON, Russell D.</div> <div>16 MALTESE, RYAN A.</div> <div>17 HAZE, JERRY W.</div> </div> <div> <div>Cancel</div> <div>Delete</div> <div>Exit</div> </div>		<div>1 Wages, tips, other comp.</div> <div>32,677.17</div>	<div>2 Federal income tax withheld</div> <div>4,301.66</div>
		<div>3 Social security wages</div> <div>34,327.17</div>	<div>4 Social security tax withheld</div> <div>2,128.35</div>
		<div>5 Medicare wages and tips</div> <div>34,327.17</div>	<div>6 Medicare tax withheld</div> <div>497.85</div>
		<div>7 Social security tips</div> <div>0.00</div>	<div>8 Allocated tips</div> <div>0.00</div>
		<div>9 Advance EIC payment</div> <div>0.00</div>	<div>10 Dependent care benefits</div> <div>0.00</div>
<div>d Employee's social security number</div> <div>123-45-6789</div>		<div>11 Nonqualified plans</div> <div>0.00</div>	<div>12 See Instructions for box 12</div> <div>a 0 1,650.00</div> <div>b 0.00</div> <div>c 0.00</div> <div>d 0.00</div>
<div>e Employee's name (first, middle, last, suffix)</div> <div>JO JACKSON</div> <div>2066 Cox Ferry Rd.</div> <div>ATLANTA GA 30319</div>		<div>13</div> <div>Statutory Retirement Third-party</div> <div>employee plan sick pay</div> <div><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></div>	
<div>f Employee's address and ZIP code</div>		<div>14 Other</div> <div>0.00</div> <div>0.00</div> <div>0.00</div>	
<div>15 State Employer's ID</div> <div>SA 64-0534908</div>	<div>16 St. wages, tips</div> <div>32,677.17</div>	<div>17 State income tax</div> <div>831.12</div>	<div>18 Local wages</div> <div>0.00</div>
	<div>0.00</div>	<div>0.00</div>	<div>19 Local income tax</div> <div>0.00</div>
			<div>20 Locality name</div>

If you are required to report W-2s on magnetic media, the employee's name must be reported in four separate boxes: last name, first name, middle initial and suffix. Since Profit Builder stores the name in fields (last name and first name), you will need to move the middle initial and suffix (if any) to the appropriate boxes on the edit window.

4. Be sure to check the contents of Box 14 (if any). The description portion of this field can hold up to 10

characters. If the description is longer it may overlap the amount.

Note: Changes that you make on this W-2 edit window will be printed on the W-2 itself; however, they will not be reflected in your Profit Builder Payroll data files. This means that Payroll reports may not match the edited W-2s.

5. To remove an employee who is not to receive a W-2, highlight the employee name and click Delete.
6. You may now exit the Year-End program. Your W-2s and all edits you have made will be saved.
7. If you need to clear and recreate the W-2 master file, use the Rebuild W-2 list function on the Payroll Year-End Process menu. You are warned that the existing W-2 master file will be overwritten. Any edits that you made to the W-2 file will be overwritten when you recreate it.

C. Printing the W-2s

Before printing your W-2s, there are a few things to remember to make the process go smoothly:

Be sure that you have the correct forms. The W-2 print formats are designed for certain laser and ink jet printers. While supplies last, you can obtain guaranteed compatible forms for laser printers through CDCI Computer Supply. Call 1-877-931-3982.

You must print your W-2s on plain paper and review them carefully BEFORE you print the actual forms. Be sure to check all the forms. If you notice that the information does not line up with the W-2 boxes, you can use the Print Setup button on the Print window to adjust the form alignment (see the instructions in step 4 on page 11).

If you wish to print multiple copies of the W-2s, print a single set first then you can use EITHER the Windows Printer Setup from the File menu OR the selection on the W-2 setup window to print the remaining copies. DO NOT use both! **Caution: The W-3 report that prints after a W-2 run reflects the total of ALL W-2s printed; therefore you must use the report printed with the single set.**

Note for Multi-state Payroll Users: If you have employees that were paid for work done in more than two states, only the first two states (i.e. the first two listed alphabetically on the Employee's Taxes tab) will show in the State/Local section of the W-2.

Follow these steps to print additional state payments on another set of W-2s.

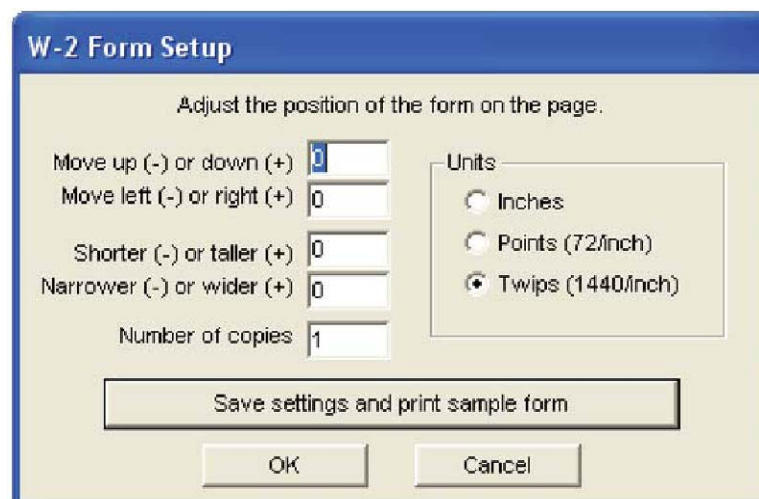
1. Print the State Withholding Report for all employees from PB.
2. Manually replace the first state information with the third state. If the employee worked in four states, enter that on the second line. If not, delete all text for the second state.

When you are ready to print, you must first print a trial copy, make any adjustments, and then print the final copies of the forms.

To print a trial copy of the W-2s:

1. Put plain paper in the printer and start up the PB Tax Year-End program.
2. Select W-2s from the Payroll Reports menu. Click Employees to specify individual employees or ranges of employees to print.
3. Print a complete set of W-2s on plain paper and carefully verify the information, as well as, the alignment by holding the page up to the actual form.
4. If you need to adjust the printing on the form, click the Setup button on the Print W-2 window.

The default setting for Units is "Twips." If you wish; you may use "Inches". If using Twips, start by entering 200 Twips to move the form up or down, etc. and click OK. Print a test form and check it. You can then modify the 200 twips setting by + or – 50 twips at a time and click OK. Continue to test on plain paper. Profit Builder saves your setup each time.



The image shows a Windows-style dialog box titled "W-2 Form Setup". The background is light yellow with a blue border. At the top, it says "Adjust the position of the form on the page." Below this are four input fields with labels: "Move up (-) or down (+)" with a value of 0, "Move left (-) or right (+)" with a value of 0, "Shorter (-) or taller (+)" with a value of 0, and "Narrower (-) or wider (+)" with a value of 0. To the right of these fields is a "Units" section with three radio buttons: "Inches", "Points (72/inch)", and "Twips (1440/inch)". The "Twips" option is selected. Below the input fields is a "Number of copies" field with a value of 1. At the bottom, there is a large button labeled "Save settings and print sample form", and below that are "OK" and "Cancel" buttons.

5. When you have your forms lined up properly, you are ready to print actual forms.

Note: If you wish to print multiple copies, print a single set first along with the associated W-3 report. To print the remaining sets, you can then specify the number of copies on the W-2 Form Setup window. The forms will not print collated. You can also specify multiple copies during the Printer Setup selection from the File Menu. Do it one place or the other, NOT BOTH! If you use the Windows Printer Setup, you may have the option to select “collated” copies depending on the type of printer you are using.

To print the on the W-2 forms:

1. When you are satisfied that the print alignment is correct for a test set that consists of a least 10 employees, load the actual W-2 forms in your printer and reselect W-2s from the Reports Menu.
2. Once the W-2s have printed, the program will prompt you to load plain paper for printing the summary report that can be used to complete your W-3 form.

Caution: If you have printed multiple sets of W-2s, ignore the W-3 that is associated with additional sets of forms, as it will give a total of all sets printed.

W3 Printing:

There is a form, 2020 W3 Print Form and Data Color Printer.pdf, which is located in the pb folder. This is an Adobe PDF fill in the blank form that will print a completed W3. This form must be printed on a color printer! If you fail to print this form using a color printer, **the SSA will reject the entire W2 submission.**

MAGNETIC MEDIA FILING FOR W-2s

If you are required to file your W-2s with the Social Security Administration on Magnetic Media you can create a file using the W-2's function on the Year-End Payroll Reports menu. Follow these steps:

1. Profit Builder Employee Information stores the first and middle names in a single field. The employee name must be in four separate fields on the Magnetic media file: last name, first name, middle initial and suffix (if any). Before you create the file, you will need to edit the W-2 file to move the employee's middle initial and suffix (if any) into separate boxes shown on the edit window.
2. Select the employees, and then click on the Electronic Filing button on the Print W-2s window. The screen shown below is displayed.
3. Using the TAB key (not the ENTER key), complete the entries on this window and then click OK. The program will create the W-2 file at the location you specify. Next, you can specify a drive location if you are going to submit a disk.

W-2 Reporting by File

You are required to file W-2s electronically if you are submitting more than 250 W-2 forms this year.
The following information is required to complete the filing:

Contact name PIN code

Area Code and Phone Extension

Contact email

Contact Fax

In case of problems, notify me by

☒ e-mail

☐ Postal Service

☐ Final year. This company will not file W-2s next year.

☐ Exclude information for all states except

☒ This is an original file, the first time this information has been submitted to the SSA.

☐ This is a replacement file for an original that was incorrect.
Enter the TLCN supplied by the SSA.

OK Cancel

Note: The Social Security Administration provides a program called “AccuWage” that can be used to test the electronic filing output file before you submit it. You can download it from the Web. Go to <http://www.socialsecurity.gov/employer/accuwage/index.html> and download “AccuWage” for the 2019 tax year.

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PRINT TAX REPORTS

Once you have printed your W-2 forms, you must also print separate payroll tax reports to be used when filing your taxes. These reports can also be printed in the Year-End program.

1. To print the 940 Annual Report:

- a. Go to **Payroll > Reports > 940 Annual Unemployment Report**
- b. When the system has finished compiling the report, click Print

2. To print the 941 Quarterly Report:

- a. Exit from the Year-End program and start up Profit Builder
- b. Go to **Payroll > Reports > 941 Quarterly Federal Tax**
- c. Select October – December 2019
- d. Click “Collect Quarterly Tax Information”
- e. Fill in any additional information and click Print

3. To print the Quarterly Unemployment:

- a. Go to **Payroll > Reports > Quarterly Unemployment**
- b. Select October – December 2019
- c. Select Federal
- d. Click print
- e. Select State and the appropriate state
- f. Click print
- g. Repeat for each state where you pay unemployment taxes

Bind and file reports.

Note: The 940 Annual Unemployment report generated from Profit Builder is to be used as a guideline for filling out the IRS’s 940 form. The numbers generated are not intended to be copied directly onto the 940 form without first reading the form’s instructions.

AP Vendor Report and 1099 Master File

Performing your year-end accounts payable requires several activities. The checklist below outlines the activities necessary to close your accounts payables for the year and print 1099s. Complete steps in the order they are listed here.

A. Run Year-End Vendor Reports and Verify the Information

The Internal Revenue Service (IRS) requires that 1099s be issued to all llc and unincorporated subcontractors who receive payments totaling over \$600.00 from your company. The amounts reported on the 1099 are based on a calendar year; therefore, print your 1099s after you have issued the last vendor checks for 2019. It is fine if you have already made payments for 2020 to these vendors. The payment amount for the 1099 is taken from the Payments field (you can specify this year or last year) in Vendor Information.

1. In the main Profit Builder program, check Control Information for each company of yours to ensure that you have entered your company address, including the company telephone number that is required as well.
2. Start up the year-end program, selecting the company and entering your user name and password in the usual manner.
3. Select **Accounts Payable > Reports > Vendor List**. Select the following options: Subcontractors eligible for 1099s, only the vendors with payments in excess of \$600 and omit vendors with no activity in the past 2 years. Clear any other options that may be selected.

Review the report to ensure that all eligible vendors have been flagged to receive a 1099. Check to make sure their tax ID and address information is correct.

B. AP Add/Edit Insurance and Taxes (optional)

In the past, it has been difficult to see and change vendors who are to receive a 1099. Instead of going to edit each vendor, you can go to AP Add/Edit Insurance and Taxes and use this edit to put a vendor on the 1099 print list.

Print this list when you finish – this is not available in the reports menu.

This list shows only vendors who are marked as subcontractors:

Accounts Payable Add/Edit

AP Insurance

Vendor	Name	Phone 1	Fax	E m	WC reqd	WC Expires	Liab Reqd	Liab Expires	Action	1099?	Pmts Last Year	Pmts This Year
▶ AFFORD	Affordable Trim		(100) 200-0000			3/22/2016		3/22/2016			8827	2792
AJTRIM	Atlanta Jim's Trim	(100) 232-0000	(100) 200-0000			2/22/2016		2/22/2016			166406	77081.29
AMDISP	Amazing Disposals	(100) 232-0000	(100) 200-0000			1/31/2016		1/31/2016			54779.14	31242.58
ANTHON	Anthon Insulation					8/31/2015		8/31/2015			85904	0
ARBOR	Arbor Tree Services	(100) 232-0000				6/15/2016		6/15/2016			81693.87	58464.95
AREA	Area Cleanup	(100) 232-0000				4/9/2015		4/9/2015			46300	0
ARJON	Arbuckle Johnson, LLC					9/1/2015		9/1/2015			5496.1	2703
ASBEST	Asbestos Remediation, Ilc	(100) 232-0000				2/7/2015		2/13/2015			2300	0
ATLANT	Atlanta Lumber					4/1/2016		4/1/2016			137949.85	93313.41
ATLAS	Atlas Chrome, LLC	(100) 232-0000				12/1/2014		12/1/2015			1748.04	0
BRITE	Brite Sludge Removal	(100) 232-0000	(100) 200-0000			2/7/2015		1/31/2016			0	0
BUILDE	Builders Lumber					4/1/2016		4/1/2016			0	0
BURTON	Burton Jewelry	(100) 232-0000	(100) 200-0000			5/28/2016		5/28/2016			32869	555
CANTRE	Cantrest Flooring					6/29/2015		6/29/2015			146000	94070
CARE	Adult Care					9/1/2014		9/1/2014			3150	0
CARTER	Carter Peanut Warehouse	(100) 232-0000	(100) 200-0000			9/24/2010		9/16/2010			0	0
CENTRK	Centennial Trucking, LLC	(100) 232-0000	(100) 200-0000			2/23/2015		2/23/2015			5130	0
CENTUR	Century Hardware Company	(100) 232-0000	(100) 200-0000			1/1/2016		1/1/2016			0	41299.74
CLOSET	Closet and Container Corp	(100) 232-0000				10/1/2015		10/1/2015			0	0
COOK	Cook Pest Control					2/7/2015		1/31/2016			0	725

to selected vendors Process Save Exit Preview Print

C. Create the 1099 Master File

Before creating your Master File you must reset your vendor totals. This is done in the Profit Builder program. You will go to Account Payables module>Add/Edit>Vendors, choose any vendor. Then go to the Payments Tab and click on the Reset Payments button. Click Save.

The 1099s selection on the Year-End Accounts Payable Add/Edit Menu creates a special data file to hold the 1099 information. ONLY vendors you select to receive a 1099 will be copied into this file. Once this data file has been created you can review the information and make additions or corrections before printing the forms. You will have the option to exclude vendors with less than \$600 in total purchases for the year. When you print the 1099s, there is no need to identify and delete them.

1. Log into the Year-End program. Once you are in the Year-End program, select Accounts Payable > Add/Edit > 1099s.
2. If you have marked which vendors are eligible for 1099s in Profit Builder, select both Include vendors with payments of \$600 and Include vendors with 'Receive 1099' checked. Otherwise, select Include vendors with payments of \$600 or more regardless of 'Receive 1099' setting.
3. After you get the "File Successfully Created" message, reselect 1099s from the Add/Edit menu. If you do not receive this message, you do not have any vendors selected to receive 1099s

in Profit Builder. You must log out of the Year-end program and log into Profit Builder to mark vendors eligible to receive 1099s on their vendor records. You may use the scroll bar to scan the contents of the file. Additions or changes can be made to any of the fields displayed. The information shown in this edit window is exactly what will be printed on the 1099 form. Vendors with amounts totaling less than \$600 in Boxes 1, 3, 7 or 10 may be excluded when you print the forms.

D. To Rebuild the 1099 File: Once you have created a master file, you can delete and recreate it using the Rebuild 1099 File selection on the Year-End Accounts Payable Process menu. Remember, any edits made to the previous 1099 file will be deleted when you recreate it.

E. Print the 1099's

Before printing your 1099s, there are a few things to remember to make the process go smoothly.

- Be sure that you have the correct forms. The PB print formats are designed for certain laser/inkjet printers. While supplies last, you can obtain guaranteed compatible laser forms through CDCI Computer Supply; call 1-877-931-3982.
- Print the 1099s to PLAIN PAPER first and review them carefully before you print the actual forms. Check ALL the forms. If you notice a “page creep” problem where the information gradually prints lower and lower on successive pages or the information does not quite line up with the boxes, you can use the Print Setup function to adjust the form alignment.
- Certain laser/inkjet printers may not be able to print the state abbreviation and your state tax ID on the last form on each page. If you are unable to adjust the print setup, you may have to add it manually. **If you wish to print multiple copies of the 1099s, you can use EITHER the Windows Printer Setup from the File menu OR the selection on the 1099 Form Setup window. DO NOT use both!**

1. To print a trial copy of the 1099's:

- a. With PLAIN paper loaded in your printer, select 1099s from the Accounts Payable Reports menu in the Year-End program.
- b. Click the vendor's bar if you wish to specify individual vendors or ranges of vendors. Leave the Skip Vendors with Less than \$600.00 in Activity box checked if you want to skip vendors with less than \$600.00 reported in Boxes 1, 3, 7 OR 10 for the year 2019.

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Fax 770-200-2694



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c. Click Print. Check the alignment on the first 10 forms. Check for “page creep” where the information prints lower on each successive form.

d. To adjust the printing, re-select the Print 1099s function and click the Setup button. The default setting for units is “Twips;” you can change this to “Inches.” If using Twips, start by entering 200 Twips to move the form up or down, etc. and then click OK. Print a test form and check it. You can then modify the 200 twips settings by + or – 50 twips at a time, continuing to test on plain paper. Profit Builder saves your setup each time.

2. To print the actual 1099 forms:

a. When you are satisfied with the print alignment, load the forms in the printer reselect 1099s from the Reports menu.

b. Click OK when all the forms have been printed. The program will pause and instruct you to load plain paper for the summary report that provides a total of the 1099s printed in the current run.

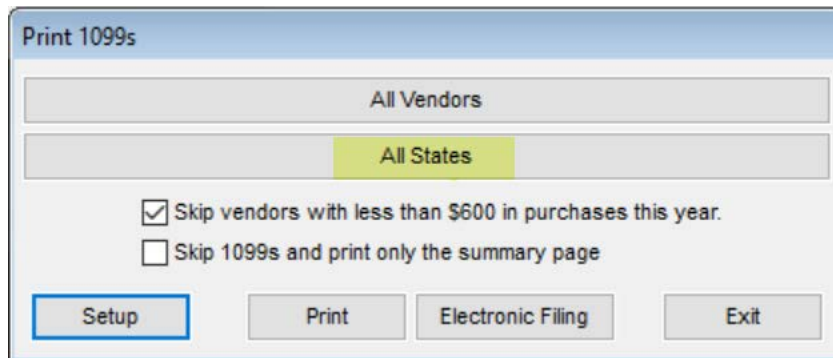
c. If you wish to print multiple copies, you can specify the number of copies on the 1099 Form Setup window. The forms will not print collated. You can also specify multiple copies using the Windows Printer Setup selection from the File Menu. Do it one place or the other, **NOT BOTH!** If you use the Windows Printer Setup, you may have the option to select “collated” copies depending on the type of printer you are using.

3. Magnetic Media Filing for 1099s – Federal and State

If you are required to file your 1099 information with the IRS or your state on magnetic media you can create the file using the 1099s function on the Year-End, Accounts Payable Reports menu.

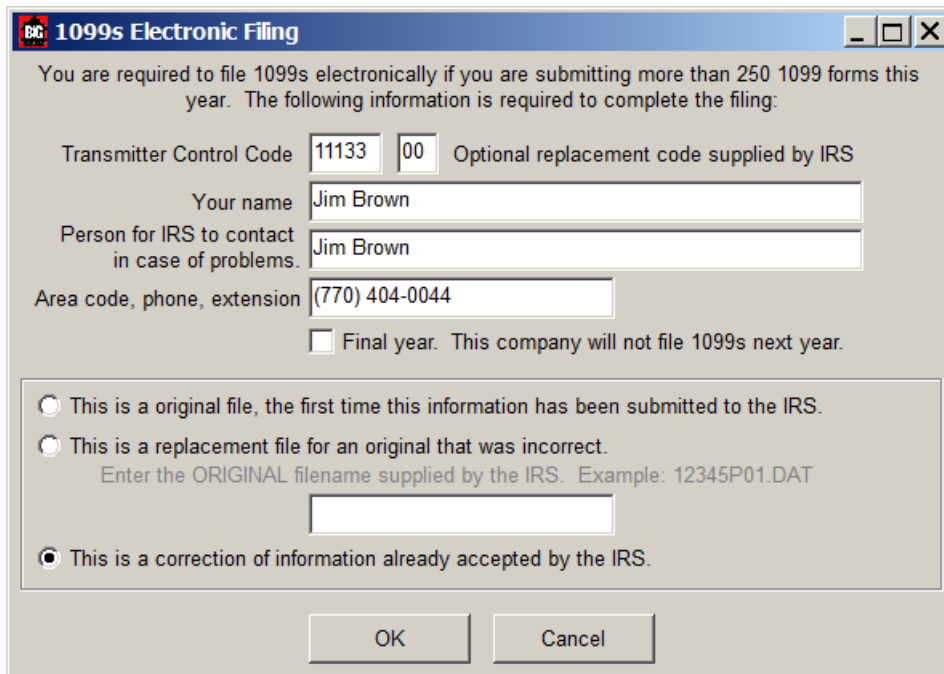
Follow these steps:

- a. Select the vendors and the state to be included. Note that states are listed on the bottom of the 1099. You can edit this using Add/Edit 1099s.



The "Print 1099s" dialog box has a title bar with the text "Print 1099s". It contains two dropdown menus: "All Vendors" and "All States". Below these are two checkboxes: the first is checked and labeled "Skip vendors with less than \$600 in purchases this year.", and the second is unchecked and labeled "Skip 1099s and print only the summary page". At the bottom are four buttons: "Setup", "Print", "Electronic Filing", and "Exit".

- b. Click the Electronic Filing button on the Print 1099s window. The screen show below is displayed complete the entries on the "1099s Electronic Filing" window and the click OK. The program will create the 1099 file and then transfer it to the location you specify.



The "1099s Electronic Filing" dialog box has a title bar with the text "1099s Electronic Filing". It contains a message: "You are required to file 1099s electronically if you are submitting more than 250 1099 forms this year. The following information is required to complete the filing:". Below this are several input fields: "Transmitter Control Code" with values "11133" and "00", "Optional replacement code supplied by IRS", "Your name" with value "Jim Brown", "Person for IRS to contact in case of problems." with value "Jim Brown", and "Area code, phone, extension" with value "(770) 404-0044". There is also a checkbox labeled "Final year. This company will not file 1099s next year." Below these are three radio buttons: "This is a original file, the first time this information has been submitted to the IRS.", "This is a replacement file for an original that was incorrect. Enter the ORIGINAL filename supplied by the IRS. Example: 12345P01.DAT", and "This is a correction of information already accepted by the IRS." At the bottom are two buttons: "OK" and "Cancel".

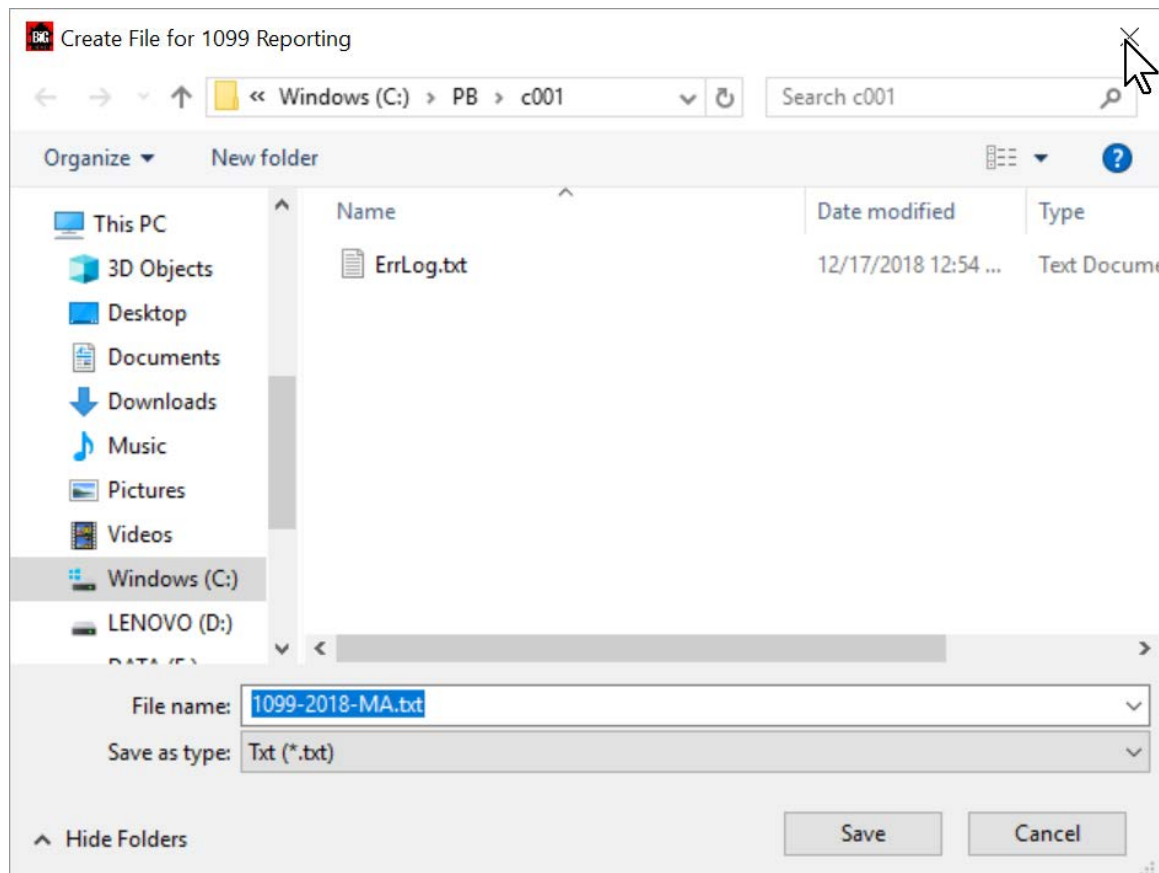
How to transmit through FIRE [Filing Information Returns Electronically]

A TCC is required to transmit information returns through the FIRE system. The most efficient way to submit an application to file information returns electronically is to submit the Fill-in Form 4419, Application for Filing Information Returns Electronically (FIRE),

<https://www.irs.gov/pub/irs-pdf/f4419.pdf>.

You may also go to [Forms and Pubs](#) and select the paper version of Form 4419, Application for Filing Information Returns Electronically (FIRE). **Be sure to submit your application at least 45 days prior to the due date of your information returns.**

When you click OK on the screen shown above, you will then be asked to save the electronic file:



Save the file in a location where you can find it when you are ready to transmit it to the IRS.

State files contain the 2 character postal code in the file name; above you can see that this file was generated for the state of MA.

☐ **V. Make a Post-Reporting Backup**

In Profit Builder, use Modules > Housekeeping > Make Backup to make a full system backup in each company to removable flash drive. Label the backup “12/31/2019 Post-Reporting Tax Backup” and store it in a safe place.

PB YEAR END 2019 FAQ'S

1. Where can I find my Year End documentation/instructions?

Once you are in the Year End program then go to the Help Menu to find the Year End documentation.

2. Do I have to run my W-2's before my first payroll of 2020?

No, you can run Year End at any time regardless of 2020 payroll.

3. Do I have to do any W-2 prep before my first payroll of 2020?

Before running your 2020 payroll you must download the Year End Update and enter your unemployment rate for your state. W2 procedures can be done when time permits.

4. Is the 2019 payroll data removed from my system after I print W-2's?

No, all the data is retained.

5. What if I do not install the Year End Update until after I run my first payroll of 2020?

It is highly recommended that you download the Year End Update before running your first 2020 payroll. If you do not, your payroll will not reflect the new tax rates. Also, if you do not update your unemployment rates you could face a penalty for not depositing the correct tax amounts.

6. Do I have to file W-2's on magnetic media with the Social Security Administration?

The Revenue Reconciliation Act of 1989 requires employers with 250 or more W-2's to file Copy A by electronic filing instead of paper forms.

7. When do I have to install the Year End program?

PAYROLL: Install Year End before your first payroll of 2020. Year End enables you to:

- Withhold the correct amount of Federal Income Tax in 2020
- Withhold the correct amount of State Income Tax in 2020
- Run 941 Tax Report. This report is due 1/15/2020
- Produce W-2's for your employees, which must be distributed by 1/31/2020

ACCOUNT PAYABLES: Run Year End in time to prepare 1099s for 2019.

8. Where do I get W-2 forms that are guaranteed to work?

Call the CDCI Forms Department at 877-931-3982 or at www.cdcisupplies.com.

9. I just ran my first 2020 AP check. Why is my computer taking so long to move forward?

When you run your initial AP check in 2020, the system rolls the 'this year' vendor totals into 2019. This may take several minutes to do. Wait until the totals are complete. DO NOT restart your computer.

*If your vendor totals do not automatically roll over, please complete the following steps:

Go to Account Payables Module, Add/Edit, then to Vendors. Select any Vendor, click on the Payments tab, click reset payments button, then save and exit.

10. Why haven't my Federal Taxes changed after installing Year End?

The Federal Taxes will change when you run your first payroll for 2020. They are date sensitive.

11. My state is increasing income tax but you do not list it as a change. What do I do?

If your state has notified you of an income tax change, please contact CDCI with that information (support@cdci.com, 866-454-5417 or fax 770-200-2694). CDCI will send an update for all tax changes that were made after the Year End Update.

12. Why is my Vendor List Report in AP empty when I ask for 1099 vendors?

It is empty because you have made a payment in 2020. Ask for the 1099s for 2019 .

13. How do I move my data from one computer to a new one without a network?

Drop us an email at support@cdci.com. This process can be complex or it can be simple. Our technicians can help.

14. How do I set my removable storage device as an option to make a Backup?

- 1.) Make sure you are not in PB. Insert your removable drive.
- 2.) Log into PB.
- 3.) Go to AP > Add/Edit > Control Information > System tab.
- 4.) Select the button labeled Removable Storage Data Path.
- 5.) Locate your drive and Select it.
- 6.) Click OK.

Now you can make a backup as normal:

- 1.) Select Modules from top menu.
- 2.) Click Housekeeping > Make a Backup.
- 3.) Select the removable drive

15. Do I need to install PB Year End on each workstation of my network?

No, you don't need to install PB Year End on each workstation. The update is unzipped into the server's drive that all workstations share.

16. There is a new W4 form this year. Does the update handle this and does everyone have to fill out the new W4?

The update handles the new W4 just fine. As employer, you must evaluate the form and make sure that you have the number of dependents correctly entered for the employee and that, if necessary, you create an additional Federal Tax Withholding deduction.

From the IRS website:

<https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>

Are all employees required to furnish a new Form W-4?

No. Employees who have furnished Form W-4 in any year before 2020 are not required to furnish a new form merely because of the redesign. Employers will continue to compute withholding based on the information from the employee's most recently furnished Form W-4.

16. How do I know if I correctly installed Version 10.

Go to the menu in PB Help > About Profit Builder. A screen will appear stating your current version. It should show version 10.3 and a date of December 2019.

Enhancements – For Year End 2019

1. Audit Trails to PDF File Automatically

While we already have an option to suppress audit trails, many of you wanted to retain the audit trails without printing them. This enhancement allows you the option of capturing the audit trails in a pdf file which is placed in the company folder (C001, C002, etc.).

Control Information

General | Payables | Receivables | General Ledger | Payroll | Purchase Order | **System** | Transfer

Programs reside at E:\PB
Company data is at E:\PB\C001
Removable storage data path
Archive data path: E:\PB\C001
Logo image for report headings
Data backups are erased after 90 days (0 = keep forever).
☐ Share vendors, customers and employees between companies
☐ Suppress printed audit trails
☒ **Export audit trails to PDF**
☐ Use Printer Dialog. When you choose to print a report and this option is checked, a dialog box will pop up allowing you to select your printer, which pages to print, and other criteria.
☐ Order pick lists by code (not name). ☐ Enter key moves between fields.

Changing data path does not automatically move data to the new directory.
Image must be 4 x 0.75 inches

OK Cancel Print

2. Multi Line Description on AR Invoice:

You can now write more descriptive AR invoices. Invoices now allow 256 characters in the AR lines on the entry screen.

Company 1
100 Peachtree St
Suite 809
Green Island, NY 12183
(518) 272-8220

INVOICE

Duncan Earthwork
26 Samuel Avenue
Suite 558
Troy, AL 36887

Invoice Number: 2019044
Invoice Date: 08/01/2019
Due Date: 08/31/2019

Summary: First billing for mobilization and clearing

Description	Quantity	Unit	Per	Total
Remove all organic materials from site. Trees shall be limbed before removal. Tree roots shall be removed by machine and shall not be ground in place. No Burning shall take place on site. Materials may be ground on site in a tub grinder	0.80	ACRE	\$11,000.00	\$8,800.00
This WORK shall consist of excavation, embankment fill, disposal of excess material, shaping, and compaction of all material encountered within the limits of WORK, including excavation and fill for structures.	2,900.00	CUYD	\$125.00	\$362,500.00

Sub Total:	\$371,300.00
Sales Tax:	\$0.00
Total:	\$371,300.00

Please note that we have a new address.

Operator can enter custom messages here...

Tel 866-454-5417
Fax 770-200-2694



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3. GL Journal Entries Auto Number Ref Adding Operator name

Keeping track of Reference numbers for JEs has always been difficult. When you activate this option in Control Information, the program will assign a number to **each line**. The next set of JEs will pick up the numbering where the last set left off.

Control Information

General | Payables | Receivables | **General Ledger** | Payroll | Purchase Order | System | Transfer |

These months are open in the General Ledger: March, 2019 through August, 2019

Month fiscal year ends

Big Builder will automatically create the last journal entry of each month (your monthly profit or loss) and post it to these two accounts when you use GL Process Period End.

Balance Sheet YTD Profit/Loss

Income Statement YTD Profit/Loss

☐ **Positive amounts are always debit.** ONLY on the General Journal Entry screen. Make all positive amounts debits and all negative amounts credits.

☐ **Maximum detailed GL postings** Do not combine amounts for a single account into a single posting. Post each amount separately, creating a large amount of data and more detail.

☐ **Use Direct Cost accounts in invoices and PO's.** If this option is checked an invoice or PO line charged to a job must use a Direct Cost GL account. Non-job-related lines use other accounts.

☒ **Provide automatic reference numbers in General Journal Entry**

Associate a Direct Cost (work in progress) account with ☒ Job ☐ Cost class

OK Cancel Print

General Journal

The batch date/time is 9/25/2019 11:15:04 AM

New balance for 18200 (Debit) will be -\$2,000.00

Date	CO	Account	Amount	Description	Reference	Rev	Job	Category	Class
8/1/2019	1	10150 Cash In Bank - General	\$2,000.00	Refund of Loader deposit	0SYSMAN				
8/1/2019	1	18200 Bid Deposits	-\$2,000.00	Refund of Loader deposit	1SYSMAN				
*									

< >

Month	Debits	Credits	Proof
08/2019	2,000.00	2,000.00	0.00

Process Import from Excel
Print Save to Excel
Exit

4. Recurring AP Invoices

This enhancement allows you to keep on file those invoices which are entered every month. You can enter them into the recurring function and then provide a date to copy them into the processing file where you can edit or simply process them.

In Control Information, you can set the next invoice number to be assigned when invoices are created by the recurring function:

Control Information

General Payables Receivables General Ledger Payroll Purchase Order System Transfer

Next Accounts Payable invoice number 100

Material cost class Material

Subcontract cost class Subcontract

☒ **Print Payables checks created in AP Invoice Add/Edit**
In Accounts Payable invoice entry, if you create a paid invoice and at the same time create a new check to pay that invoice, put that check in the list of checks to be printed.

☐ **Notify if JC posting exceeds budget** In Accounts Payable invoice entry, each Job Cost posting is checked against the JC category budget. If this option is on and the JC posting will exceed the category budget, a message will be displayed warning you of the overrun.

Retainage ☒ Residential - Don't track retainage until it is released.
☐ Commercial - Always track retainage using a retainage payable account.

Track job cost budgets by ☐ Category
☒ Cost class within category

☐ Show units and quantity in invoice lines. ☒ Track checks written with online banking

☐ Enable lien waivers ☒ Enable reason and resolution codes

OK Cancel Print

To enter recurring invoices, select Accounts Payable / ADD EDIT / Recurring Invoices and Credit Memos:

Invoices and Credit Memos

Vendors

Checks

Insurance and Taxes

Merge or Recode Vendors

Recurring Invoices & Credit Memos

Control Information

The entry screen displays scheduling information for the item. You can indicate when you should process the invoice. 10 calendar days from the beginning of the month would be dated the 11th. The 'not before' date tells the system when to start. This information is used to list the invoices in chronological order when you process recurring AP invoices:

Recurring Invoice or Credit Memo

Vendor: AMERCS American Cancer Society
ATTN: Hudson River RFL

Invoice number: 1
Description: American Cancer Society Monthly

Amount: \$10.00
Adjustment: \$0.00
Adjusted Gross: \$10.00
Retainage: 0.00% \$0.00 (%)
Net amount: \$10.00
WC Rate 0.00% WC amount: \$0.00
GLI Rate 0.00% GLI amount: \$0.00
Discount: 0.00% \$0.00 (%)
Adjusted Net: \$10.00

Scheduled on 08/11/2019
10 calendar days from the beginning of the month not before 8 / 1 / 2019

Note: Credit girl couts cancer drive

Job	Category	Class	Account	Account Description	Amount	Hold
			81010	Gift Expense	10	

General Ledger Total: \$0.00 Job Cost Total: \$0.00

AP
AR
DR
GL
JC
PR
PO

Accounts Payable
Add/Edit
Process
Reports
Cancel

Recurring Invoices are due for processing on 8/21/2019

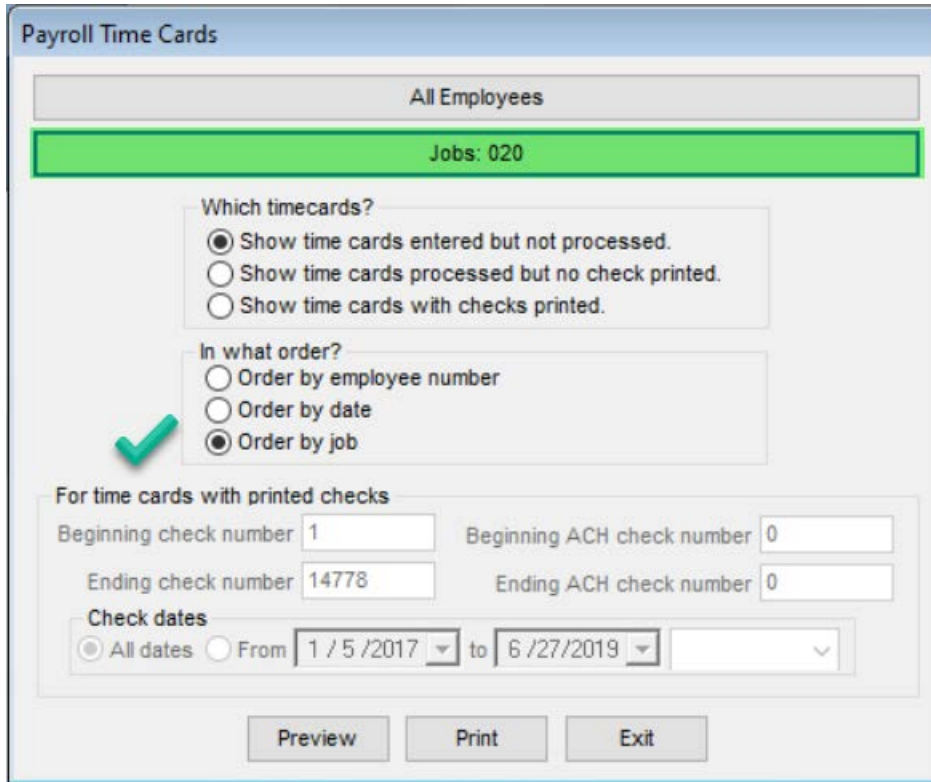
Tel 866-454-5417
Fax 770-200-2694



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The next recurring invoice is shown on the AP menu at all times.

5. Timecard Lines Sorted and Printed by Job on Time Card Report



The screenshot shows a software window titled "Payroll Time Cards". At the top, there is a dropdown menu set to "All Employees". Below it is a green bar labeled "Jobs: 020". The window contains two sections of radio button options. The first section, "Which timecards?", has three options: "Show time cards entered but not processed." (selected), "Show time cards processed but no check printed.", and "Show time cards with checks printed.". The second section, "In what order?", has three options: "Order by employee number", "Order by date", and "Order by job" (selected). A green checkmark is placed to the left of the "Order by job" option. Below these sections is a group box "For time cards with printed checks" containing input fields for "Beginning check number" (1), "Ending check number" (14778), "Beginning ACH check number" (0), and "Ending ACH check number" (0). At the bottom of this group box is a "Check dates" section with "All dates" selected and a date range from "1 / 5 / 2017" to "6 / 27 / 2019". At the very bottom of the window are three buttons: "Preview", "Print", and "Exit".

To specify the jobs which are to be included in the report, you must select "Order by Job".

6. ASK Pay Listed and Totaled on PR Calculation Report

To help you determine what amount was entered when asked during PR Calculate, the amounts which were entered are printed at the top of the calculation summary.

Payroll Calculation

For the payroll period 12/01/2019 to 12/15/2019

Ask Pays		
140 - Marie Smith	EXP - Non Tax Expenses	35.00
140 - Marie Smith	MSCOMM - Marie Commission	250.00
150 - Sharon Adams	EXP - Non Tax Expenses	62.00
150 - Sharon Adams	SACOMM - Sharon Commission	100.00
		447.00

REPORT TOTALS

Total Gross Pay	Total Deductions	Total Net Pay
\$2,873.76	\$462.68	\$2,411.08
	Paper	\$0.00
	ACH 1	\$1,480.41
	ACH 2	\$930.67

Payroll calculation for 2 employees

Total Employee Withholdings	
Federal W ithholdings	\$126.84
Soc Sec W ithholdings	\$172.16
Medicare W ithholdings	\$40.27
State Withholdings	\$123.41
SDI W ithholdings	\$0.00
401(k) W ithholdings	\$0.00
Non Taxable Other Pays	\$07.00

7. HOLD report for AP Journal

New report option lists invoices on hold.

Accounts Payable Journal

☒ Paid invoices
☒ Unpaid invoices
☐ Only invoices on hold

☒ Material suppliers
☒ Subcontractors

☒ Invoice Summary
☐ Detailed invoices
☒ Invoice lines
☐ Payments
☐ Aging Summary
☐ Invoice Lines by Job

Invoice Dates
☒ All invoice dates
☐ Invoice dates from 10/1/2019 to 10/25/2019

Due / Paid Dates
☒ All due dates
☐ Due dates from 10/1/2019 to 10/25/2019

Include these classes
☒ Change Order
☒ Equipment
☒ Labor

☐ Order by vendor code
☒ Order by name

Discount Expiration Dates
☒ All discount dates
☐ Discounts from 10/1/2019 to 10/25/2019

All Vendors

All Jobs

Preview Print Exit

Tel 866-454-5417
Fax 770-200-2694



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8. Default Revenue Account for AR Customer

Customer

Code

Contact | **Payments and Notes**

Sales

Invoiced Sales this year

Invoiced Sales last year

Last invoice or pmt date

Default GL account

Payments

☒ Due in days

☐ Due on day of the month

☐ On credit hold

1.

2.

3.

4.

5.

6.

9. Added Job Filter to AR Customer Report

Print Customer Information

All Customers

All Jobs

☒ Customer Information
A complete report showing everything on file for your

☐ Customer List
Name, addresses and telephone numbers.

☐ Include mobile and pager number

☐ Include email and web site information

☐ Activity List
Sales this year, last year, and last activity date

☐ Sort by customer code

☒ Sort by name

Preview Print Cancel

10. AP Pay by Range Allows Multiple Checks to Same Vendor

Sometimes you want to issue a check for each draw invoice that a sub submits. Click the filter button to bring up the screen for selection:

Accounts Payable
Recurring Invoices are due for processing on 11/21/2019

Process Checks

Processing date: 10/25/2019
Bank account: G General Account
Next check: 23705
Next direct deposit: 123456789

Cash: 10150 Cash In Bank - General
Accounts Payable: 19100 Accounts Payable
Discounts Earned: 19100 Accounts Payable

Filter Invoices for Payment

All Vendors

All Jobs

☐ Show invoices with ONLY this job.
☐ Show invoices with this job and other jobs to pay only THIS job.
☐ Show invoices with this job and other jobs to pay this job AND other jobs.

Dates

☒ Show invoices due for payment on any date
☐ Show invoices due for payment on or before 10/25/2019
☐ Show invoices with discounts expiring on or before 10/25/2019

☐ Take expired discounts on all invoices.

Checks

☒ Create one check per vendor
☐ Create one check per invoice

OK Cancel

Filter by vendors, jobs, dates

11. PR Message Added to ACH Check Stub

The message you enter at PR check print time will now display on the check stub that is printed or emailed for direct deposit employees.

Print Payroll Checks

There is 1 employee to be paid.
Total cash required is \$0.00.
Next available check number is 14779.

Start printing on check
Direct Deposit check number

Align Checks

Message to appear on every check stub in this process:

Insert checks in your printer now.

When you press Next, your checks will begin printing.

Next > Cancel

This will now print on the Direct Deposit stub.

12. Release Retainage Permits Invoice Selection

This allows retainage release by a specific invoice.

13. Added Total Vacation Hours to Timecards entered but not processed Report

Total Vacation Hours had been missing from this report.

14. Suppressed the printing of ADPs on Check Stubs when Amount is Zero.

15. On Certified PR Report, Combined Multiple Checks

Now multiple checks to the same employee within the specified date range will be combined.

16. Suppressed “Vacation” etc. on Check Stub When Not Used

17. Misc. repairs of minor bugs have been made.

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